

## MACHINE RECORDS DIVISION

In order to assist the Office of the Comptroller in evaluating the administrative efficiency of the Chief and supervisors of Machine Records Division and the general morale situation, each employee is requested to complete this confidential questionnaire. Your name will not appear on the questionnaire therefore your answers cannot be linked with you personally unless you so desire. However, you will observe an employee number in the upper right hand corner. Please remember this number so that if after review of the answers the Comptroller wishes to talk to you he can request you by that number to come and see him privately. If such a request is made and you voluntarily meet with the Comptroller your name will not be revealed to anyone other than the Comptroller and Deputy Comptroller.

Please answer all questions sincerely and fairly bearing in mind that your answer will have an influence on our appraisal and evaluation of specific individuals.

Question

Answer ( ✓ )  
YES      NO

- (1) Has undue pressure been put on you to accept overseas positions irrespective of personal or family problems?  
(If answer is yes, explain.)

Explanation (If any):

- (2) Have you been led to believe that unless you accept an overseas appointment when requested you will never be promoted or given advancement? (If answer is Yes, explain.)

Explanation (If any):

- (3) Do you feel you have not been given proper consideration for promotional opportunities? (If answer is Yes, explain.)

Question

Answer (✓)  
YES      NO

Explanation (If any):

- (4) Do you feel that any particular group of employees are favored to the extent that better or equally qualified personnel are not given just treatment? (If answer is Yes, explain.)

Explanation (If any):

- (5) Do you feel that your Division Chief or any other supervisor is ruthless in his or her dealings with employees? (If answer is Yes, explain.)

Explanation (If any):

- (6) Is the Division Chief or any other supervisor outstandingly blunt or rude in dealing with personnel? (If answer is Yes, explain.)

Explanation (If any):

- (7) Does the Division Chief or any other supervisor use obscene language in the presence of female employees? (In answering this question you should consider obscene as meaning foul or dirty language as contrasted with terms such as damn or hell.) (If answer is Yes, explain.)

Explanation (If any):

- (8) Does the Division Chief or any other supervisor make derogatory remarks about certain of his employees in the presence of others? (If answer is Yes, explain.)

Explanation (If any):

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Answer (✓)  
YES      NO

Question

- (9) Do you feel that the Division Chief or other supervisors make promises designed chiefly to keep people quiet when questions of reassignment and promotion are brought to him for consideration? (If answer is Yes, explain.)

Explanation (If any):

- (10) Have promises been made to you that have not been kept when in your opinion such promises could have been fulfilled? (If answer is Yes, explain.)

Explanation (If any):

- (11) Are you afraid of your Division Chief or any other supervisor? (If answer is Yes, explain.)

Explanation (If any):

- (12) Are you afraid to offer criticisms? (If answer is Yes, explain.)

Explanation (If any):

- (13) Have you ever discussed a problem with the Division Chief and in your opinion not received proper or sympathetic consideration? (If answer is Yes, explain.)

Explanation (If any):

- (14) Do you feel it necessary to go to Inspector General with your problems rather than to your supervisor, Division Chief and/or the Comptroller in order? (If answer is Yes, explain.)

Explanation (If any):

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Question

Answer (✓)  
YES      NO

- (15) Have you ever been punished by the Division Chief  
or any other supervisor for any remarks made by you?  
(If answer is Yes, explain.)

Explanation (If any):

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Do you feel that if <sup>you</sup> went to the Inspector General  
the Division Chief or other supervisor would hold  
such action against you?